

**T A E P**

## **Tennessee Agricultural Enhancement Program**

### Community Tree Planting Projects



### General Program Information

**TENNESSEE DEPARTMENT OF AGRICULTURE**

**DIVISION OF FORESTRY**

# **GENERAL INFORMATION**

## **Introduction**

The TAEP (Tennessee Agricultural Enhancement Program) grant funds for community tree planting are designed to assist cities and towns in maintaining and increasing their tree resource. This component of TAEP is administered by the Department of Agriculture, Forestry Division, Urban Forestry unit.

## **Goals and Objectives**

The goal of TAEP community tree planting grants is to increase the tree resource base in cities and towns across the State of Tennessee. It is NOT to provide beautification. Trees are work horses for our communities, providing energy savings through shading, storm water mitigation through rain interception, and air quality improvement through filtration and absorption. These are direct cost saving benefits to communities. Beautification should not be used as an objective for a TAEP tree planting project.

Trees must be planted on public land.

## **Definition of Tree and Shrub**

Tree - a woody plant with a single trunk, or multiple trunks capable of growing to a height of 15 feet or more.

Shrub - a woody plant with a multiple stem growing to a height of up to 15 feet.

TAEP grants are for planting large trees, NOT small trees or shrubs.

Only trees that mature at a height greater than 40 ft. are eligible to be planted in this program. Ornamental trees are not eligible.

## **Eligible Grantees**

Grants may be awarded to:

- cities and towns
- other local units of government
- approved non-profit organizations such as neighborhood associations, civic groups, and community volunteer tree groups

## **Available Funds**

The typical TAEP Community Tree Planting grant is up to \$20,000. Exceptional projects may be funded at a greater amount with Commissioner of Agriculture's approval.

## **Technical Assistance**

Potential recipients are encouraged to seek assistance in developing their grant proposals. Sources of assistance include Division of Forestry personnel, arborists, nurserymen, horticulturists, consulting urban foresters, landscape architects and other specialists in related fields.

If the project is going to involve a specialist, please include a letter from him/her to prove they are aware of their commitment.

## Eligible Expenses

The following are eligible expenses for grant and match.

1. the cost of trees
2. mulch
3. shipping
4. labor to plant trees, but only if planting is contracted.

## Cost Sharing Requirements (Match)

TAEP community tree planting grants require a match equal to the grant (50-50 match). **The match must be cash match.** Match will be allowed for trees, shipping, purchased mulch, and contracted planting only. Grantees can use volunteer labor or city crews to plant, but the value or cost can NOT be included as match. Here are some examples.

Example #1		Example #2		Example #3	
Cost of trees:	\$5,000	Cost of trees:	\$5,000	Cost of trees:	\$5,000
Reimbursement:	\$2,500	Cost to contract plant:	\$3,000	*Cost for city crews to plant:	\$3,000
		Reimbursement:	\$4,000	Reimbursement:	\$2,500
Example #4		Example #5			
Cost of trees:	\$5,000	Cost of trees:	\$5,000		
Mulch	500	*Value of donated mulch	200		
Shipping:	500	Shipping:	400		
Cost to contract plant:	\$3,000	*Value of Volunteer planting time:	2,000		
Reimbursement:	\$4,500	Reimbursement:	\$2,700		

\*Costs not allowed for match

A one year guarantee is NOT eligible for reimbursement. If the project includes a one year guarantee, the costs for tree replacement, watering, or other maintenance must be itemized so that these can be deducted from the grant and match components of the project.

## Review

Proposals will be reviewed and ranked by the Division of Forestry's Urban Forestry Staff. Projects to be funded will be recommended to the State Forester for final approval.

Proposals will be rated on:

1. General project merit and completeness of the application.
2. Financial documents, such as completeness budget and accuracy of the math.
3. Technical aspects of the application, including the planting map, appropriate species, soil considerations, maintenance and watering plan, and planting specifications.

## Reporting Requirements

Successful applicants will be required to complete the following:

1. ACH and Substitute W-9 forms if they are not already on file with the State of Tennessee
2. Two periodic progress reports
3. Final report at the end of the project

Recipients are subject to periodic and post - completion inspections, reviews, and audits by the Tennessee Department of Agriculture, Division of Forestry, and the Tennessee Comptroller's Office.

## Reimbursement

Funds are reimbursed after completion of the project, not at the time a contract is signed and authorization to proceed is given. An interim payment may be made if the grantee can demonstrate a dire need for a partial reimbursement. To receive reimbursement, a grantee must submit:

1. a detailed invoice as outlined in the standard state contract (invoice template is available).
2. a summary expense form (provided by the Division of Forestry)
3. detailed invoices of tree purchases, planting costs if planting was contracted, shipping, and mulch.

A grantee will be reimbursed 50% of the cost of purchasing trees, shipping, mulch, and labor if contracted.

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## **URBAN & COMMUNITY FORESTRY STRATEGIC PLAN**

**Goal 1 of the current Urban & Community Forestry Program Strategic Plan is to Establish Urban & Community Forestry programs in communities in Tennessee and assist existing programs in becoming sustainable. TAEP Community Tree Plantings will support this goal by building interest in trees at the community level by producing very visible and tangible results.**

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## **TIMETABLE**

Below is a general timetable. Potential applicants should refer to the annual information and application packet for specific timetable information.

Notification to potential applicants usually takes place in the spring. Information packets will be mailed or emailed as soon as requests are received.

Grant proposals and applications are due in to the Tennessee Department of Agriculture, Division of Forestry's Nashville Office by 4:30 p.m. on Friday. The specific date will be set each year.

Proposals will be reviewed by the State Urban Forestry Staff, and the decision for funding is made in approximately one month from the time proposals are due.

Successful applicants will be mailed a contract to sign, and once the state has also signed a contract, grantees can proceed. Contracts should be in place by mid October, in time for the fall planting season. Trees should be planted sometime during November through mid April. Planting after this date decreases survivability. Contracts will run through September 30 the year after being initiated so that watering during the first growing season is included in the time period of the contract. Plantings that happen after the deadline set in the annual packet will not be reimbursed.

## PROJECT APPLICATION DETAILS

These grants are for tree planting in cities, towns and communities across Tennessee. The goal of the program is to bolster local tree planting efforts to increase the urban tree resource canopy.

For successful tree planting projects, attention must be paid to the planting site. Applications should describe the conditions of the site and the soil where the trees will be planted. As an example, consider most mall trees, or most parking lot trees. These trees are typically planted in soils so compacted, they never grow beyond 12 ft. tall and often fail to survive more than 15 years. If the project under consideration has these or similar conditions, include a plan for site modification.

**Citizen Oversight. To help ensure that State tax dollars are spent effectively and efficiently, each grantee will appoint a committee of at least 3 citizens of the community to provide citizen oversight. These committee members may be existing local tree boards. Individuals who have a direct interest in purchasing or planting trees can not serve on this local committee.**

Grantees will follow the Tennessee Department of Agriculture, Forestry Division's tree planting guidelines and practices.

Grantees will use Tennessee grown trees. Evidence of trees grown in-state can be provided by submitting an invoice of an in-state nursery at the time of grant reimbursement. Trees must also meet the minimum ANSI standards for nursery stock.

All projects must provide an acknowledgment of the Tennessee Department of Agriculture, Division of Forestry. Acknowledgement may be accomplished by placing a sign at a planting site that states. Signs may be provided by the Tennessee Department of Agriculture, Forestry Division. An example of the wording of an appropriate sign is "Another tree planting project by: (city/county/organization name optional) and the Tennessee Agriculture Enhancement Program, Department of Agriculture, Division of Forestry."

**All trees to be planted must be large maturing (greater than 40 ft. maturity) species.**

All plantings must be watered for one growing season during dry periods.

All applications proposing to use trees larger than 2" caliper must explain why larger stock is needed. "Because the plan calls for them" is not a justification.

In addition, the application must include the following:

- A detailed layout of the planting site. The best layout maps show where each individual tree will be planted.
- Who will plant the trees
- A list of the number, species and size (either height or caliper diameter) of trees to be planted.
- Who will water the trees the first growing season
- A three-year maintenance plan that addresses watering, pruning, insect and disease inspection and control, fertilization, stake removal, mower and string trimmer protection, and mulching.
- The attached bid sheet for the trees that will be purchased, or equivalent, even if another bid is secured and used for the project.

All projects must provide a letter from any person who is expected to assist in completing the project. This letter acknowledges that the individual has been contacted and is aware of his/her anticipated participation in the project.

## FORMAT FOR PROPOSALS

A complete proposal will include the following, in the order listed.

- A. Completed application and budget. Match does not have to equal grant in each line, but the match must equal the grant in the total.
- B. Completed bid sheet.
- C. A project narrative; 1 page maximum, describing the project. Be sure to indicate who will plant the trees. If it is a contractor, be sure to indicate who the intended planting contractor is, even if bidding circumstances dictate a change after securing the grant. Also in this one page narrative include a watering plan, including who will be responsible for watering and the method and frequency of watering that will be used.
- D. A soils and site form. 1 page maximum, and how grantee will address problems. This narrative needs to be site specific, not generalities. Applicant may need to dig a couple test holes to be able to report on underlying rock, buried asphalt layers, degree of compaction, amount of buried brick, concrete, etc. This report must note the presence or absence of overhead power lines, and underground utilities, if known.
- E. A three year maintenance plan, 1 page maximum, including who will do what.
- F. A list of the citizen oversight committee. Include their names, addresses, and phone numbers.
- G. A detailed planting layout map.
- H. Additional supplemental material such as pictures, letters, etc. Too much supplemental material detracts from your proposal. More than 7 pages could hurt your rating.

Submit an original and 3 copies (total 4 sets) of the proposal to Nashville Office of the Tennessee Department of Agriculture, Forestry Division. Send proposals to:

**Delivery address:** Bruce Webster or Brian Rucker  
TN Dept. of Agriculture, Division of Forestry  
Bruer Bldg.  
Ellington Agriculture Center  
440 Hogan Road  
Nashville, TN 37220

**Mail address:\*** Bruce Webster or Brian Rucker  
TN Dept. of Agriculture, Division of Forestry  
P. O. Box 40627  
Nashville, TN 37204

Proposals must be RECEIVED in the Tennessee Department of Agriculture, Division of Forestry's Nashville office by 4:30 p.m. on Friday, August 15, 2008. Faxed or emailed materials will NOT be accepted.

\*Department mail is picked up from the post office box early in the morning. If mailing a proposal, plan on a Thursday deadline so it will have a chance to get to the Forestry Division office in time.

## APPLICATION CHECKLIST

The components of a proposal must be arranged in the order shown under Format for Proposals.

- \_\_\_\_\_ 1. Application/Budget Form
- \_\_\_\_\_ 2. Bid List (or attached bid from a Tennessee Nursery)
- \_\_\_\_\_ 3. Project Narrative with who will plant and who will water the trees
- \_\_\_\_\_ 4. Soils and Site Narrative
- \_\_\_\_\_ 5. Maintenance Plan with who will do what
- \_\_\_\_\_ 6. List of the citizen oversight committee with addresses and phone numbers
- \_\_\_\_\_ 7. Detailed planting layout map
- \_\_\_\_\_ 8. Supplemental materials (Recommended Max. 7 pages)
- \_\_\_\_\_ 9. An original proposal, clearly marked, and 3 copies (4 sets total)

For additional assistance call or email:

- Bruce Webster, 615-837-5436 [Bruce.Webster@tn.gov](mailto:Bruce.Webster@tn.gov)
- Brian Rucker 615-837-5439 [Brian.Rucker@tn.gov](mailto:Brian.Rucker@tn.gov)
- Tom Simpson, 865-908-4434 [Tom.Simpson@tn.gov](mailto:Tom.Simpson@tn.gov)
- Shawn Posey 901-754-5185 [Shawn.Posey@tn.gov](mailto:Shawn.Posey@tn.gov)

APPLICATION – SAMPLE (see annual packet for actual application)

TAEP COMMUNITY TREE PLANTING PROGRAM

Number of Trees to be Planted \_\_\_\_\_

Applicant Category (check one): \_\_\_\_\_ City or town \_\_\_\_\_ Non-Profit Organization \_\_\_\_\_ County

Contact Person \_\_\_\_\_

Contact Person's Title \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

Fax No. (\_\_\_\_) \_\_\_\_\_ Federal Identification Number \_\_\_\_\_  
(Not your TN Sales Tax Number)

\_\_\_\_\_  
Name of Authorized Representative\*

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\*Person who will sign a grant agreement if applicant is successful

Abbreviated State Budget form

**PROGRAM AREA:** TAEP Community Tree Planting

Refer to *Department of Finance and Administration Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A* for further definition of each expense object line-item in the model budget format. Policy 03 can be found on the Internet at: <http://www.state.tn.us/finance/rds/ocr/policy03.pdf>

**THE FOLLOWING IS APPLICABLE TO EXPENSE INCURRED IN THE PERIOD: October 1, 2008 through September 30, 2009**

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY (detail schedule(s) attached as applicable)	GRANT CONTRACT	GRANTEE MATCH (participation)	TOTAL PROJECT
4, 15	Professional Fee/ Grant & Award (contract planting)	0.00	0.00	0.00
5, 6, 7, 8, 9, 10, 11 & 12	Supplies (trees, mulch & shipping)	0.00	0.00	0.00
25	<b>GRAND TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



For more explanation of budget line items, see the following: <http://www.state.tn.us/finance/rds/ocr/policy03.pdf>

**PROJECT BID SHEET – SUBJECT TO CHANGE**, check annual packet  
(Please type or print)

Grant applicants should use this sheet as a bid sheet. An actual bid from a Tennessee Nursery may be substituted provided the same information is provided. Substitution does not excuse an applicant from completing the statement of what the planting will accomplish.

Briefly (50 words or less) state what this community tree planting project will accomplish, and where trees will be planted:

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\*\*\*\*\*  
Name, address, phone, and email address (if available) of Tennessee Nursery that provided the bid:

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Number, Species, Size and Price List of trees to be planted (use additional sheets if necessary):

# ea species	species	size (caliper)	cost per tree	total cost
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Subtotal for trees				_____
Mulch				_____
Planting cost if hired or contracted				_____
Shipment of trees				_____
Total Cost				_____

**Note: For the budget on the application page, trees, mulch, and shipping go on the supplies and shipping line, half of the amount in the grant column and half in the match column, and the total in the total column. Contracted items like planting labor go in the professional fee/ grant & award**

**line, and again, half of the amount goes in the grant column, half in the match column, and the total in the total column. Don't forget to add the columns.**

Soils and Site Form – SUBJECT TO CHANGE, check annual packet

1. What is the soil pH? (If unknown, put unknown) \_\_\_\_\_

2. Is the soil: (check all that apply)

\_\_\_\_\_ Sandy

\_\_\_\_\_ Dries very quickly

\_\_\_\_\_ Rocky

\_\_\_\_\_ Stays wet

\_\_\_\_\_ Heavy clay

\_\_\_\_\_ Contains brick, concrete, or other construction residue

3. Rate the soil compaction on the site (check one):

\_\_\_\_\_ very compacted

\_\_\_\_\_ somewhat compacted

\_\_\_\_\_ no compaction

4. Are there barriers to normal root growth: (check all that apply)

\_\_\_\_\_ Concrete or pavement on all four sides, and less than 16 sq ft of soil surface.

\_\_\_\_\_ Concrete or pavement on all 4 sides, but more than 16 sq ft of soil surface.

\_\_\_\_\_ Concrete or pavement on two parallel sides less than 4 ft apart.

\_\_\_\_\_ Concrete or pavement on two parallel sides greater than 4 ft apart

\_\_\_\_\_ Underlying rock within 2 ft of the surface

Comment \_\_\_\_\_

\_\_\_\_\_

5. Are overhead lines in the area where trees are to be planted: \_\_\_\_\_ yes \_\_\_\_\_ no

6. Are underground utilities in the area where trees are to be planted: \_\_\_\_\_ yes \_\_\_\_\_ no

## **Tree Planting Guidelines**

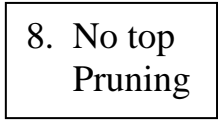
### **Tennessee Department of Agriculture, Forestry Division**

**NOTE: TREES PLANTED USING A GRANT FROM THE DEPARTMENT OF AGRICULTURE FORESTRY DIVISION MUST FOLLOW THESE GUIDELINES.**

In order to have a healthy tree in the future; the tree must be planted properly. The following are guidelines to assist you in planting your tree properly. Prior to planting, remember to move the tree by the root ball or the container. Never grab it by the trunk.

1. **Digging the Hole:** The planting hole should be at least twice the width of the rootball or container to encourage the roots to grow into the surrounding soil. The sides of the planting hole should be sloped. The hole should be no deeper than the rootball or container to prevent the tree from settling or being planted too deeply.
2. **Tree Preparations:** For a container tree; remove the container. For a balled and burlapped (B&B) tree, remove the rope around the trunk and loosen the burlap. If the root flare is not visible, gently remove soil from the top of the ball until the tree is again at proper soil level. On both types of trees, check for large circling roots. If present, use pruning shears to make a clean cut. (Girdling roots will continue to grow in a circle, resulting in the death of the tree.). If the circling roots are fibrous, make 3 or 4 vertical slits into the sides of the rootball about 1 inch deep. On B&B trees, remove as much wire, rope, burlap and other materials as possible once the tree is in the hole. On both types of trees, remove all labels, tags, wire, and rope from trunk & branches to prevent the girdling as it grows.
3. **Backfill:** Use the same soil that was taken out of the hole. If the soil is very poor and appears to need topsoil, increase the hole size and sparingly mix in some local topsoil (avoid using potting soil, peat moss, and soil amendments). Remove stones and other debris. Fill the hole halfway with backfill, then water. Finish filling the hole with the backfill and water again. Make sure to work the soil around the ball firmly to eliminate any air pockets. Also, make sure the tree is vertical and properly supported, but do not pack the soil around the trunk.
4. **Mulch:** The area around the tree should be mulched with woodchips, barkchips, or pine mulch. The mulch should be 3 to 4 inches thick and cover the entire planting area and beyond. The mulch needs to be placed in a donut or tire shape around the trunk of the tree. The mulch must be kept away from the trunk of the tree to keep insects away and prevent the trunk from being excessively wet. Mulch helps conserve soil moisture, reduces the competition from unwanted weeds, keeps lawn mowers and string trimmers from damaging the trunk, and moderates soil temperature extremes. ***Do not use sawdust, black plastic, or grass clippings as mulch. Do not make mulch volcanoes.***
5. **Trunk Wraps:** Research indicates there are no benefits from using trunk wraps and it may encourage damaging insects or diseases.
6. **Staking:** Staking is not necessary if the tree has a proper size rootball and has not been pruned too high. Stakes may help prevent lawnmowers and string trimmers from damaging the tree. If staking is needed for support, attach them so the tree has some sway. **NEVER** leave wires or straps on the tree for more than one growing season.
7. **Fertilizing:** Generally new trees do not need fertilizers. Using the wrong product could damage the already reduced root system. Fertilize the first year only if a specific problem develops.
8. **Pruning:** Prune only the branches that are dead, broken or severely deformed during the first growing season. Buds produce hormones that stimulate root growth, so keep the removal of buds to a minimum.
9. **Timing for Planting:** The best time of year to plant your tree is November through March.
10. **Tree Size:** Trees 2 inch caliper or less are recommended unless a larger size is justified. Smaller trees recover from transplant shock and commence with normal growth more quickly.

**Watering: Trees must be watered every 7 days during dry periods throughout the grant term.**



1. No deeper than ball or container